



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

All Department/District Heads

At its meeting held February 3, 2004, the Board took the following action:

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The following statement was entered into the record for Supervisor Antonovich:

“The ‘County Employee Pollworker Program’ has been successful in addressing the pollworker shortage in Los Angeles County as the nation experiences a decline in pollworker volunteers. When the Board agreed to make the pilot program permanent July 31, 2001, it also made ‘service as a voluntary County Pollworker’ a performance goal for all Management Appraisal and Performance Plan (MAPP) participants. The Chief Administrative Officer, Director of Personnel and Registrar-Recorder/County Clerk developed a plan whereby managers are allowed to fulfill their service as pollworkers by:

1. Serving as a County Pollworker/Roving Troubleshooter at an election; or
2. Recruiting from departmental staff to serve as County pollworkers in each scheduled election. An average goal of 5% of departmental staff is recommended; or
3. Serving as a Departmental Coordinator for pollworker recruitment.

“Currently we have approximately 1,800 County employees who have applied for pollworker positions in the March 2, 2004 Presidential Primary Election. Ideally the Registrar-Recorder would like to have each of the County’s 4,571 voting precincts staffed with at least one County employee to help with the increasing election complexities faced by pollworkers, a new way of voting with the InkaVote system, the ‘Modified Closed’ Primary format allowing for crossover voting by nonpartisan voters, the Provisional Ballot, and now the implementation of the ‘Help America Vote Act of 2002’ that requires identification for first-time voters.

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“It is important to recognize the achievements of department heads and MAPP managers and further increase participation in the County Employee Pollworker Program while enhancing other pollworker recruitment efforts.”

Peter Baxter addressed the Board.

After discussion, Supervisor Antonovich made a motion that the Board take the following actions:

1. Direct the Executive Officer of the Board to send a letter on behalf of the Board to Department Heads with the Registrar-Recorder/County Clerk's report on the outcome of departmental participation for the October 7, 2003 and November 4, 2003 elections, urging their increased efforts to loan departmental staff to the Registrar-Recorder/County Clerk for all future elections, particularly the March 2, 2004 and November 2, 2004 elections, in compliance with their Management Appraisal and Performance Plan (MAPP) goals;
2. Instruct each Department Head to establish a goal in their performance plan to increase over time the percentage of management and departmental employees participating in the County Employee Pollworker Program;
3. Instruct the Registrar-Recorder/County Clerk to immediately begin to collect and compile the following statistics after every election beginning with 2002:
 - The number of MAPP participants serving as County pollworkers/Roving Troubleshooters or serving as departmental coordinators and recruiting departmental staff to serve as County pollworkers;
 - The number of nonmanagement employees serving as County pollworkers;
 - The number of departmental employees who served in “hard-to-recruit” precincts;

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- The total number of departmental employees serving as pollworkers; and
 - The percentage of the total departmental workforce actually serving as pollworkers each election day;
4. Instruct the Registrar-Recorder/County Clerk to prepare a statistical report within 60 days following each election over a three-year period and submit copies to each Board Office, the Chief Administrative Officer and Department Heads;
 5. Instruct each Department Head, the Chief Administrative Officer and staff of the Board Offices to utilize the statistical report to determine if departmental percentages of County Pollworker Program participation is being increased over time as part of annual Department Head evaluations;
 6. Instruct the Registrar-Recorder/County Clerk to develop a recognition program to honor departments and MAPP managers with the highest employee participation levels and highest percentage increase over time of County Pollworkers Program participation, and
 7. Instruct the Registrar-Recorder/County Clerk to work with the Chief Administrative Officer's Public Affairs Division on the preparation of a 1 to 2 minute public service announcement to air before the weekly telecast of the Board of Supervisors' meetings on KLCS to promote recruiting volunteers in the County Employee Pollworker Program, Student Pollworker Program, Corporate Pollworker Program and other targeted pollworker groups 90 days before each election.

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Supervisor Yaroslavsky made the following statement:

“To further encourage and support County employees serving as pollworkers, the Registrar-Recorder/County Clerk should promote all available options for flexible scheduling.”

Therefore, Supervisor Yaroslavsky made a suggestion that Supervisor Antonovich's motion be amended to further instruct the Registrar-Recorder/County Clerk to:

1. Reinforce the availability for all County workers of working a split shift, according to established guidelines for the March 2004 election and thereafter; and
2. Develop another option for MAPP employees to serve as precinct “Coordinators,” responsible only for the most critical periods of opening and closing polling places, for implementation in the November 2004 election and thereafter.

Supervisor Antonovich accepted Supervisor Yaroslavsky's amendment.

Supervisor Antonovich's motion, as amended, seconded by Supervisor Yaroslavsky, was unanimously carried.

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Attachments

Copies distributed:

Each Supervisor
Chief Administrative Officer
County Counsel

Memorandum Distributed to:

All Department/District Heads